NATIONAL REGISTRATION SYSTEM

USER GUIDE

FOR TOUCH FOOTBALL ONLINE

VERSION 1.1 JULY 2014

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Who is this User Guide For

This User Guide is for Touch Football Associations who are using the official Competition, Membership and Payment System – Touch Football Online (TFO).

We suggest that you read this user guide in its entirety before you start to use NRS for the first time.

If you would like to learn more about TFO and the products and services available, please contact:

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What is the National Registration System

For some time our sport has used paper based registration forms, there were two forms available for affiliates to use:

- Membership & Participant Declaration, and
- Team Registration Form

Through the use of the National Registration System we have turned these paper forms into online forms, set at the national level enabling TFA with the ability to empower you with:

- ✓ Making it simpler for Affiliates to collect registrations online;
- ✓ Ensuring forms that are compliant to relevant legal waivers, laws and National Insurance Scheme requirements;
- ✓ Achieving consistency and accuracy of data collection throughout the sport;
- ✓ Improving reporting statistics and timeliness of data capture;
- ✓ Improving communication between TFA, States, Regions, Associations and participants;
- ✓ Ensuring that all participants of the sport are accepting the National Terms & Conditions and relevant TFA Policies for every participant within the database;
- ✓ Allowing participants to register online at their own convenience;
- ✓ Saving the sport and our volunteers 1000's of hours each year.

The National Registration System also supports secure on-line payments, further streamlining the registration and payments process and limiting the risks associated with managing your cash flow and loss of income.

NRS Timelines

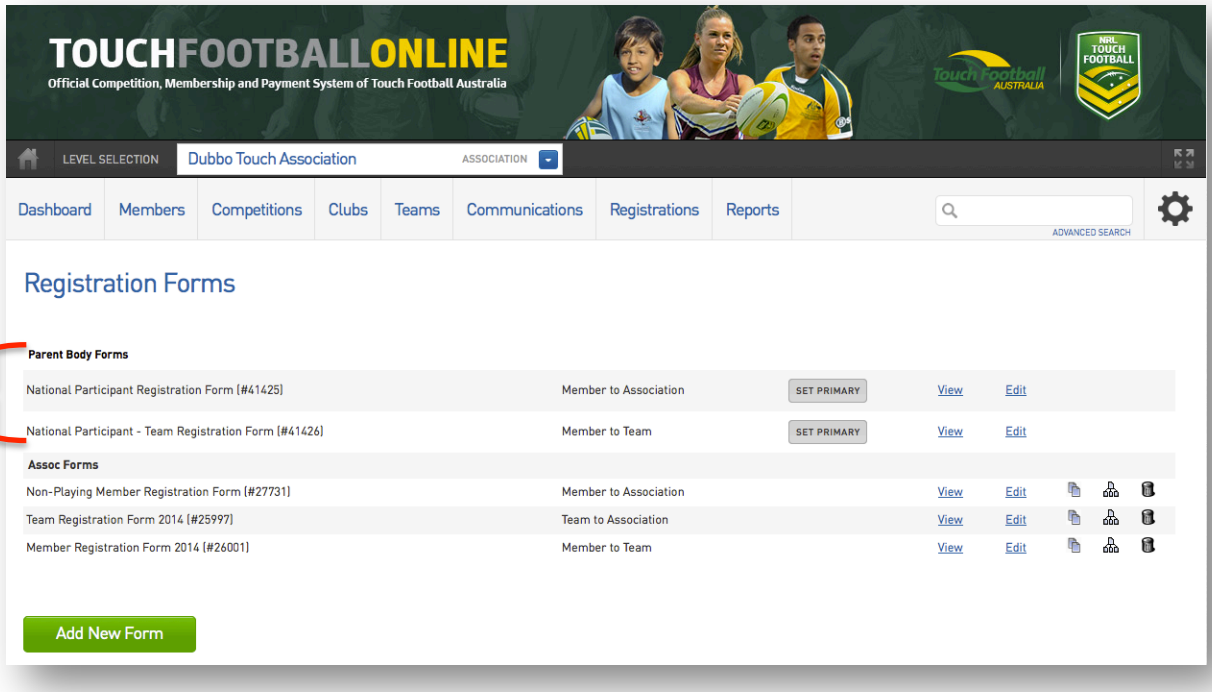
All affiliates can take advantage of phase 1 of the NRS rollout, as the new forms are available from **July 1 2014 (Season 2 2014)** this is not compulsory but the system is ready if you are.

By **January 1 2015 (Season 1 2015)** all affiliates will be required to use the National Registration System; this was first communicated in the TFA Membership Registration Procedure memorandum, released May 2012.

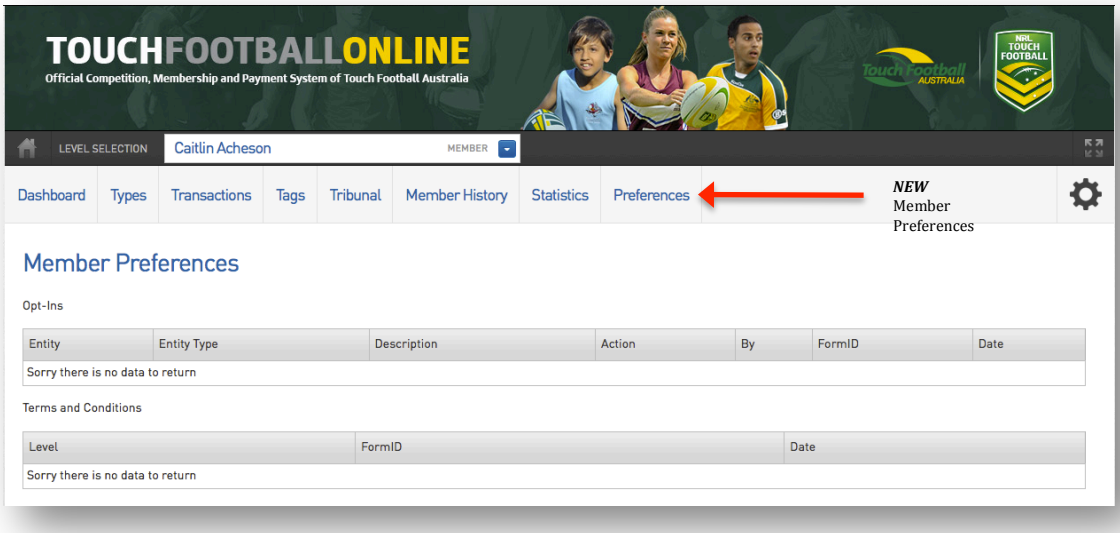
NRS at a Glance

As a TFO Administrator when you next log in to TFO, you will see a few new options showing on a number of different screens.

We will go through each of these in more detail later, this is a quick glance of what's available.



NEW
National Registration Forms



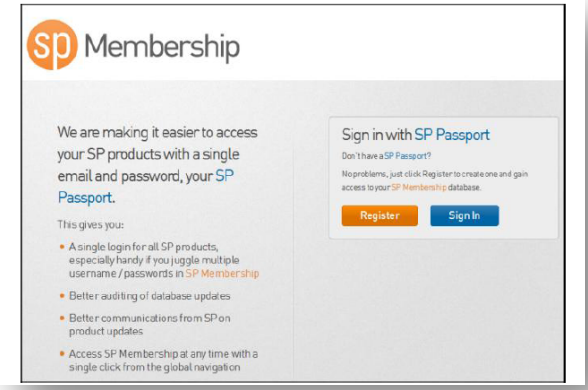
NEW
Member Preferences

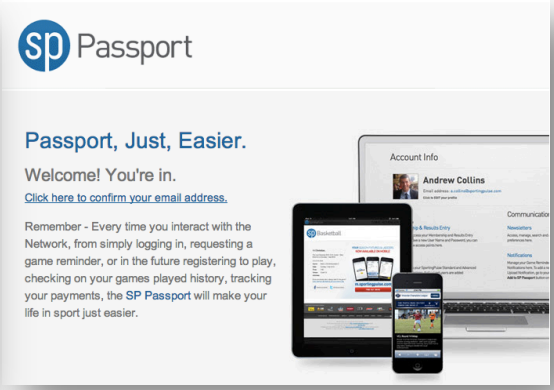
Accessing TFO

To log into the database you will need to have an SP Passport.

To sign up for a SP passport account:

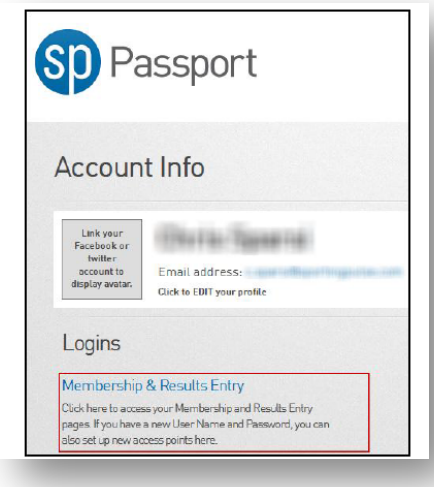
1. Go to https://passport.sportingpulse.com/login
2. Click on the link to **Register**
3. Fill out all the details, once done click on **Create My Passport**
4. You will receive a confirmation email, open the email and click on the link to confirm your Passport Account


Membership
We are making it easier to access your SP products with a single email and password, your SP Passport.
This gives you:
A single login for all SP products, especially handy if you juggle multiple username / passwords in SP Membership
Better auditing of database updates
Better communications from SP on product updates
Access SP Membership at any time with a single click from the global navigation
Sign in with SP Passport
Register
Sign In


Passport
Passport, Just, Easier.
Welcome! You're in.
Click here to confirm your email address.
Remember - Every time you interact with the Network, from simply logging in, requesting a game reminder, or in the future registering to play, checking on your games played history, tracking your payments, the SP Passport will make your life in sport just easier.
Account Info
Andrew Collins

5. You've now signed up to SP passport. You will need to contact either your State/Territory Office or Touch Football Australia to gain access to your TFO database using your new SP Passport, or contact another Administrator within your Association that already has access.

Once you have been granted access to your database, log back into your SP Passport account and you will now see the **Membership** and **Results Entry** link (shown below), please click and this will then allow you to then access your TFO database.


Passport
Account Info
Link your Facebook or twitter account to display avatar.
Email address:
Click to EDIT your profile
Logins
Membership & Results Entry
Click here to access your Membership and Results Entry pages. If you have a new User Name and Password, you can also set up new access points here.

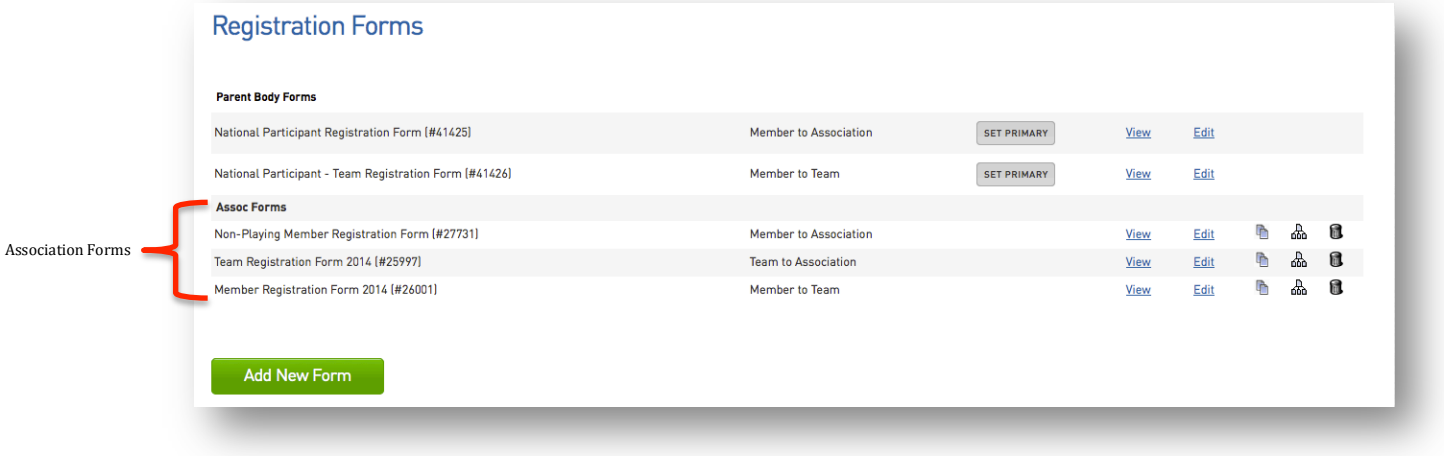
Existing Registration Forms

In TFO Associations have the ability to create four different types of registration forms, this functionality exists but will change between now and January 1, 2015;

The options that exist are:

1. Member Registering to an Association
2. Member Registering to a Club
3. Member Registering to a Team
4. Team Registering to an Association

A number of affiliates have been taking advantage of this functionality and have been building their own forms; they show as **Assoc Forms,** as in the picture below in TFO.



Associations can continue to use their existing forms, however if you wish to take full advantage of the new NRS Forms, then Associations will need to adhere to the following:

Anything to do with a Member, whether it being a Member Registering to your Association or a Member Registering to a Team, then the **Parent Body Forms** National Forms **MUST** be used, that is:

Form 1 Member to Association Form	National Participant Registration Form (#41425)
Form 2 Member to Team	national Participant – Team Registration Form (#41426)

What's the Difference between the two forms?

As you can see in your database, there are two forms appearing as **Parent Body Forms** in the system, and you have the ability to choose either form or use both, the decision will be based on how your Association chooses to allow participants to register to your Association.

Let's first focus on the first form – **Member to Association**.

Form 1 National Participant Registration Form (#41425)

This form is to be used for when participants are joining directly to your Association, as individual members.

This form is applicable for Players, Coaches, Match Officials, Officials and Volunteers.

The second form available is the – **Member to Team.**

Form 2 Team Registration Form (#41426)

Touch Football have been using a Team based registration process for some time, and for those Associations who wish to continue to do team based registrations, then the Member to Team form is for you.

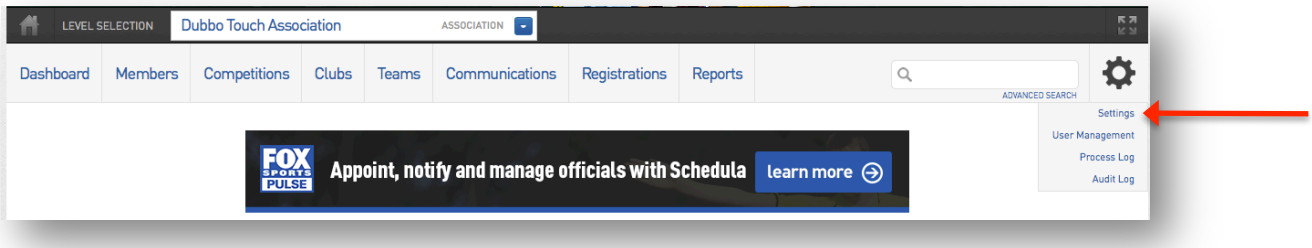
This form is applicable for those members directly associated with a team, so Players, and Coaches etc.

To take advantage of this form, Associations will first need to build their own **Team to Association** Form and during the form creation process, you will link this form with the new Member to Team from.

The setting up of **Team to Association** forms will be explained later in this user guide.

Before you begin

Before you can start to take advantage of the new NRS Forms, there are a few settings that you'll need to adjust first, on the right hand side of TFO you will see a COG, click on the cog and then choose **SETTINGS**.

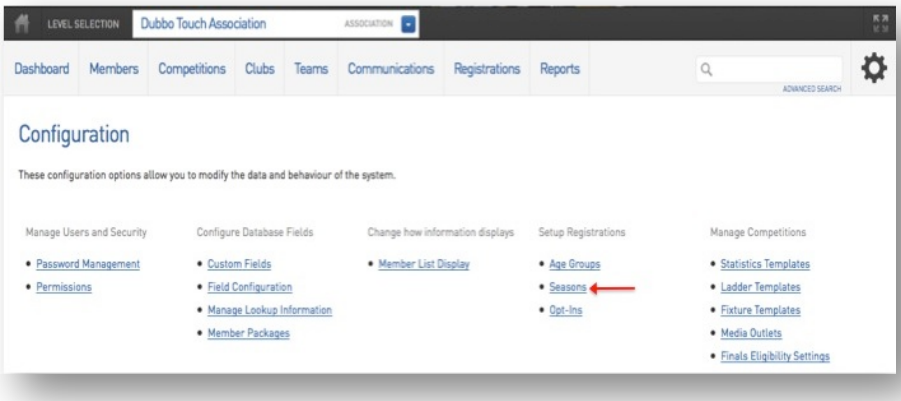


Everything in this section is what we class as set and forget, as they aren't settings we are required to change on a daily or weekly basis, the one we need to visit however is to do with seasons.

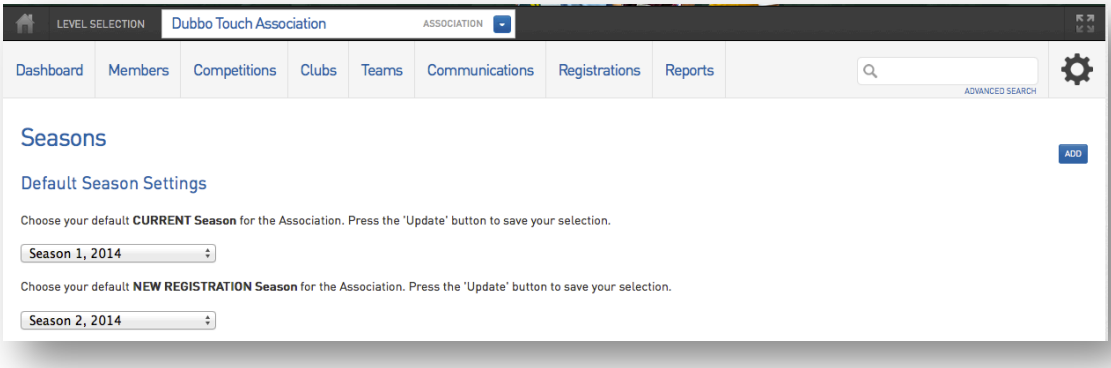
Touch Football Australia has two seasons;

- Season 1 = January 1 to June 30
- Season 2 = July 1 to December 31

Click on **Seasons**



From this screen there are two options available to you;



From July 1, 2014 please ensure that the **NEW REGISTRATIONS Season** is set to **Season 2, 2014**.

National Fields

As with the paper forms, there are a number of fields that are mandatory, State, Regions and Associations can choose to collect additional fields of information (if required).

The standardised **National Fields** for both the **Member to Association** and **Member to Team** forms are as follows:

- First Name
- Surname
- Date of Birth
- Gender
- Address
- State
- Post Code
- Phone (mobile)
- Emails
- Occupation
- Family Heritage
- Emergency Contact Name
- Emergency Contact Number

If the participant is under 18 years of age, the additional fields shall apply.

- Parent/Guardian First name
- Parent/Guardian Surname
- Parent/Guardian Phone (Mobile)
- U18 Guardian Acceptance

For all participants, there will also be some other questions in relation to Community Engagement.

- NRL Team Supported
- Representative Pathway
- Club Involvement
- Opt-in to Communications
- Agreeing to National Terms & Conditions.

Notes:

- By ticking the U18 Guardian Acceptance, that person is indicating they are the parent/guardian of the applicant and authorise and consent to the applicant undertaking the Touch Football Activities.
- Opt-In for Communications is also automatically populated throughout the system. This wording is in compliance with the TFA Privacy Policy – *updated as of 25 June 2014.*
- National Terms and Conditions are automatically populated throughout the system. This is the Membership & Participant Declaration wording – *updated as of 25 June 2014.*

If you have additional fields you will like to collect, you will be able to do so by editing the NRS Form.

Customising a National Registration Form

As part of the NRS functionality, Associations have the ability to customise these forms to be more specific to the needs of your Association. A summary of what you can customise is as follows;

Settings

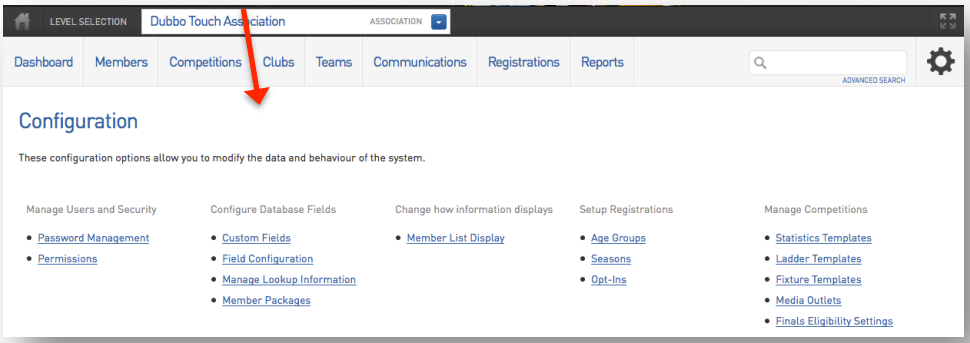
- Setting Payment to Compulsory
- Allowing what types of participants will register
- Allowing multiple adults to register
- Allowing multiple children to register
- Registration Options - *Please set this to ALLOW ALL REGISTRATIONS*

Fields

- Choose additional data fields, these can be set to display as;
    - Hidden
    - Read Only
    - Editable
    - Compulsory
    - Add Only (Compulsory)

Note: There are also a range of custom fields available to you to use, for example, you may wish to ask a participant whilst registering to let you know of their shoe size, or ask a question do they wear contact lenses etc.

If you wish to create your own custom fields, these will need to be done outside of editing a registration form, this is accessible through the cog, choses setting and there are a series of configurable database fields options.



Custom Fields = is where you can label the fields
Field Configuration = you only need to adjust this area if you have Clubs underneath your organisation and if you want to set some compulsory fields.

Manage Lookup Information = is where you will create the answers to your questions.

Layout

In this screen, you have the option to re-order the fields by dragging them to a position; the new order is automatically saved.

If you have added additional questions, you can also add Extra blocks of headers or extra text can be added.

Products

In this screen, you can choose which products to make available for selection on the registration form by clicking on the corresponding 'Active' and 'Mandatory' box.

If you have set-up for online payments, your participants will be able to pay for these online and the money will automatically appear in your bank account.

To learn more about how to use the products functionality available, please click HERE

Messages

There are 6 tabs listed under 'Messages', the only one that is available to you is **Full Information**.

This is where any Terms and Conditions that are specific to your Associations should be entered, the Terms and Conditions will appear at the very bottom of the 'Full Information' page, under the product selection area.

Notifications

Choose carefully, as the options you chose here will result in automated emails that are generated in TFO being sent to the users that you have selected.

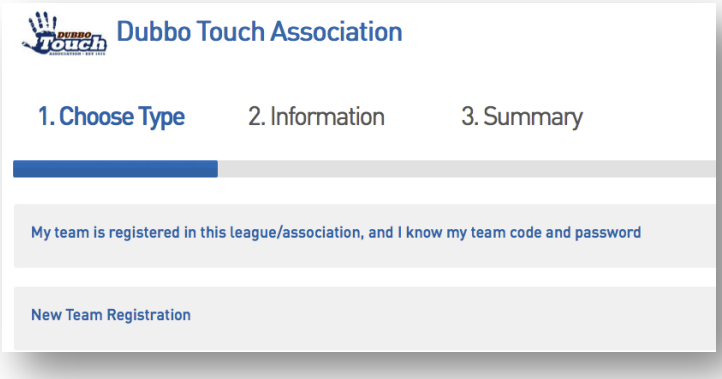
Team to Association working with the Member to Team Form

As part of the TFO functionality, there is the ability to allow Team Managers or the Team Organiser to register a team directly to one of your competitions, and during the same registration process, they can invite their friends to join the team as well.

Let's follow the story of John, the Team Manager of the Dubbo Plumbers R Us, as he registers his team and invites his friends to play Touch as well.

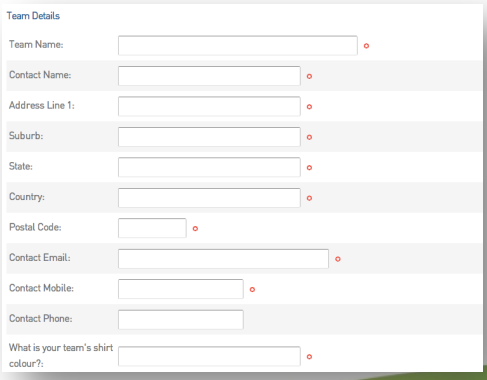
- Visits the Dubbo Touch Football website and see's an invitation that Dubbo are asking for team nominations.

- Clicks on the advert and is taken to the **Team Registration Form** – where he is then presented with two options.

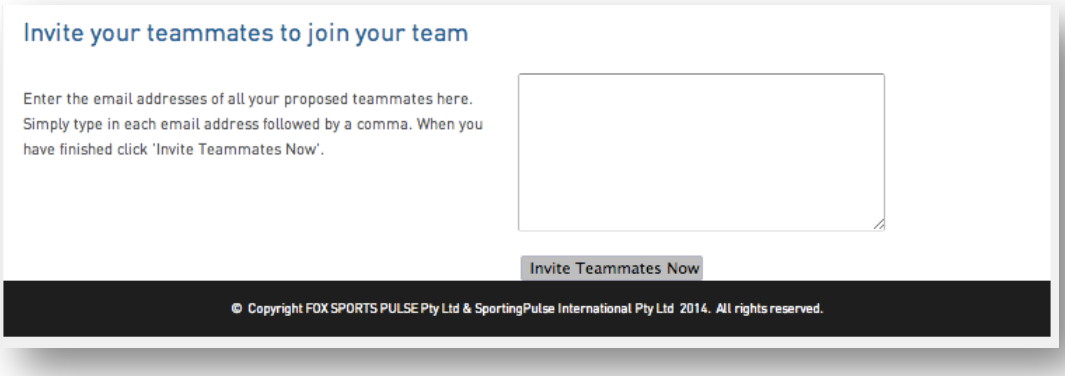

Dubbo Touch Association
1. Choose Type
2. Information
3. Summary
My team is registered in this league/association, and I know my team code and password
New Team Registration

- John has never played Touch Football before, he and a group of mates want to play, so he chooses the 'New Team Registration' option.

- John fills out the Team nomination form (Team Details, Duty team Details etc.) selects which competition he wishes to play and agrees to the terms and conditions.



- John has now reached the summary screen of the registration form, it's at this time, and John can now add the email details of his friends who are also going to play Touch Football.


Invite your teammates to join your team
Enter the email addresses of all your proposed teammates here. Simply type in each email address followed by a comma. When you have finished click 'Invite Teammates Now'.
Invite Teammates Now
© Copyright FOX SPORTS PULSE Pty Ltd & SportingPulse International Pty Ltd 2014. All rights reserved.

- Once John clicks **Invite Teammates Now**, each of his friends will receive an automated email, inviting them to join the team.

> **Dubbo Touch Association <DoNotReply@sportingpulse.com**
>
> Hi John, has just entered a team into the **Dubbo Touch Association Men's Competition.**
>
> You have been invited to join this team. To accept the invite click here
>
> It will take you just a few minutes and you will be registered to play.
>
> Regards
>
> Dubbo Touch Association

- Each of John's mates clicks on the **here**, this then launches the new National **Member to Team** registration form, and they complete all the relevant details and pay all the relevant fees.

  So in one online transaction, each of John's mates have joined his team, have joined the Association, paid their fees and are now ready to take the field and play their first game as a registered participant of your Association.

Please refer to the Payments Configuration of this user guide, if your Association has not yet applied for online payments.

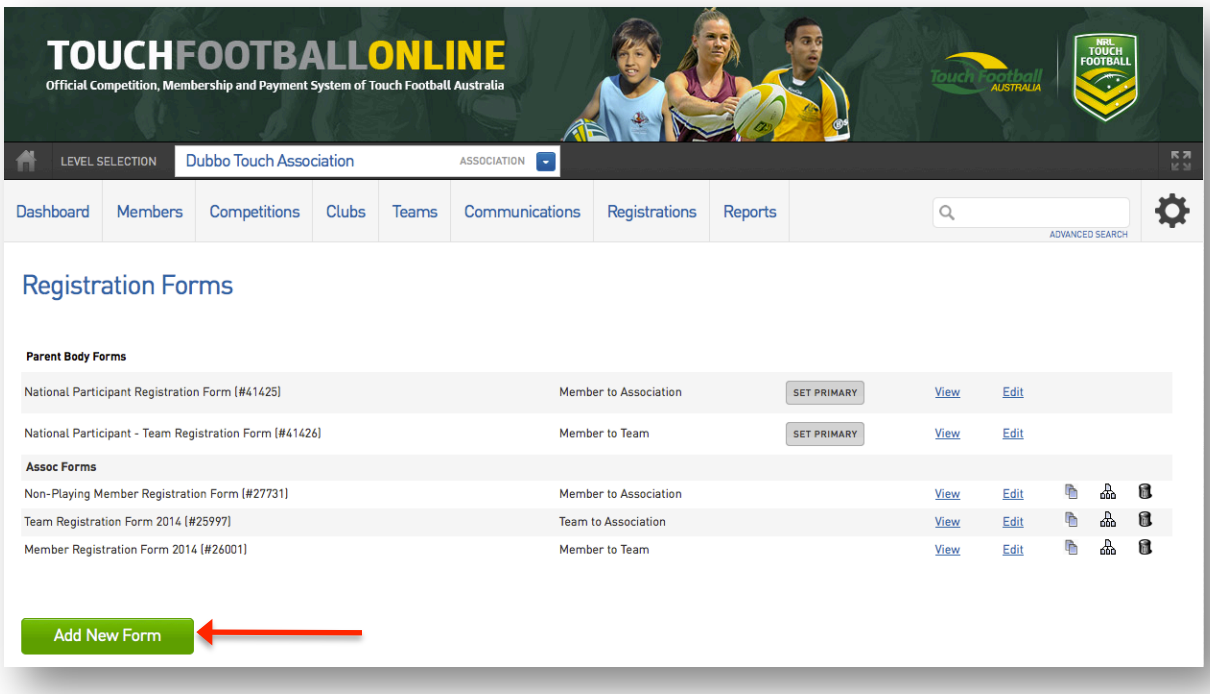
- John as the team manager, he receives a different automated email, which prompts him to register to the team and Association plus invite other friends to play.

> **Dubbo Touch Association <DoNotReply@sportingpulse.com**
>
> Hi, we are just confirming that you have registered the following team into our upcoming season:
>
> Team name: **Dubbo Plumbers R Us**
> Competition Name: **Men's Competition**
> Team Code: **2721778**
> Password: **72nu8jn6**
>
> Are you also going to play in this team? You will need to separately register as a player. Click here to do that right now.
>
> Hopefully you have already taken advantage of our auto email function that allows you to invite teammates to join your team. If you have extra players you need to invite, copy the link below into a separate email and send it to those people - that way you can have your team fully registered before the competition gets underway.
>
> https://www.exampleurl.com
>
> Thanks again for playing in our competitions.
>
> Dubbo Touch Association

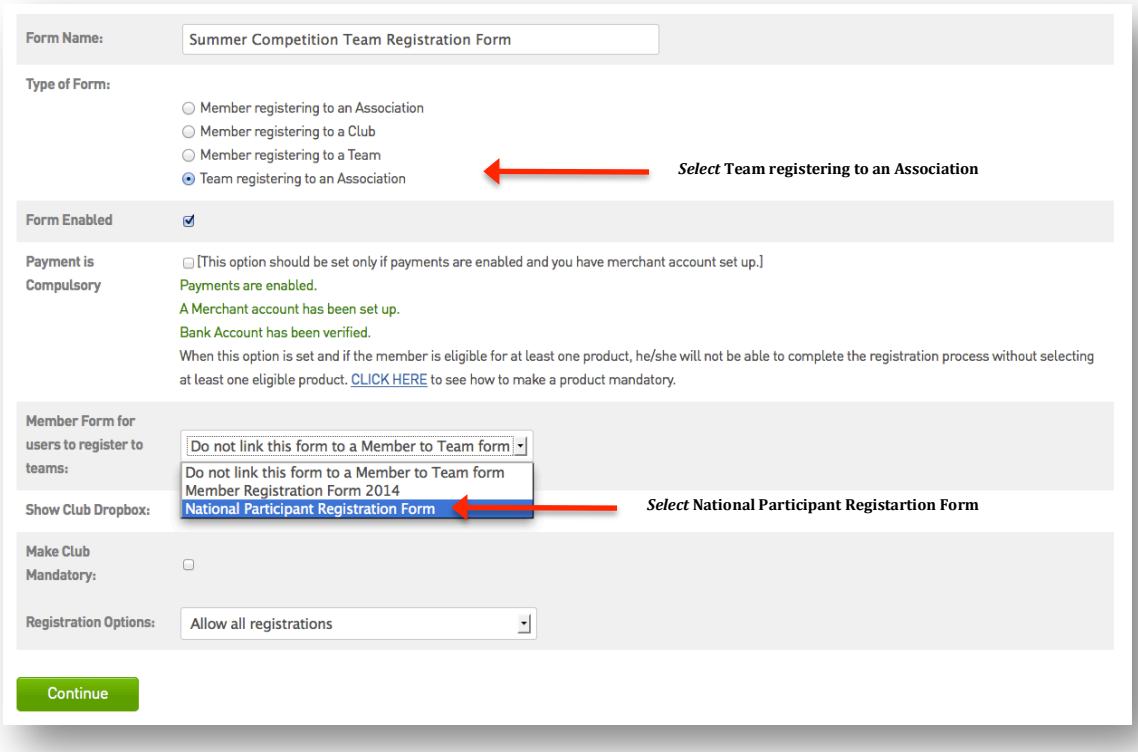
All of this was managed through the tools available in TFO, delivering a positive experience for your members, being able to register and pay online with ease – it couldn't be any simpler!

Let's now look at the set-up and what's required for linking these two forms together.

From your **Registration Forms** screen, click on **Add New Form**



From the Team to Association Registration Form setup screen, make sure you activate the following options.


Form Name:
Summer Competition Team Registration Form
Type of Form:
Member registering to an Association
Member registering to a Club
Member registering to a Team
Team registering to an Association
Select Team registering to an Association
Form Enabled
Payment is Compulsory
[This option should be set only if payments are enabled and you have merchant account set up.]
Payments are enabled.
A Merchant account has been set up.
Bank Account has been verified.
When this option is set and if the member is eligible for at least one product, he/she will not be able to complete the registration process without selecting at least one eligible product. CLICK HERE to see how to make a product mandatory.
Member Form for users to register to teams:
Do not link this form to a Member to Team form
Do not link this form to a Member to Team form
Member Registration Form 2014
National Participant Registration Form
Select National Participant Registartion Form
Show Club Dropbox:
Make Club Mandatory:
Registration Options:
Allow all registrations
Continue

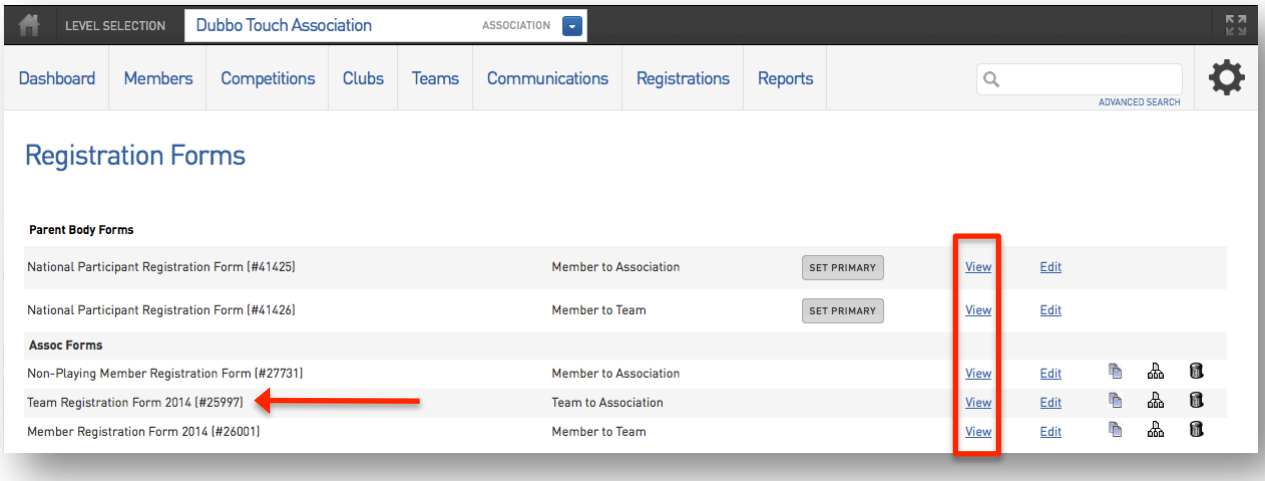
Notes:

1. If you wish to customise the **Member to Team** Form, please refer to the steps outlined in the Customising a National Registration Form as outlined on page 10 of this user guide.
2. It is compulsory that where a **Member to Team Form** is used, that the Associations **MUST** link this form with the **National Participant Registration Form**.
3. You will also need to create your next seasons competitions, for example A Grade Men, B grade Women, Unisex, reason being, you will need to select which competitions to be linked with this Team to Association registration form, that way your members know which competition to nominate for. **So create your competitions first!**
4. As with all Registration Forms created at the Association Level, with the **Team to Association** Registration Form you can customise the following:
    a. Settings
    b. Team Fields
    c. Layout of the Form
    d. The products your members can purchase (team nomination fee for example)
    e. Messages
    f. Notifications

Publishing your Registration Forms to your Website

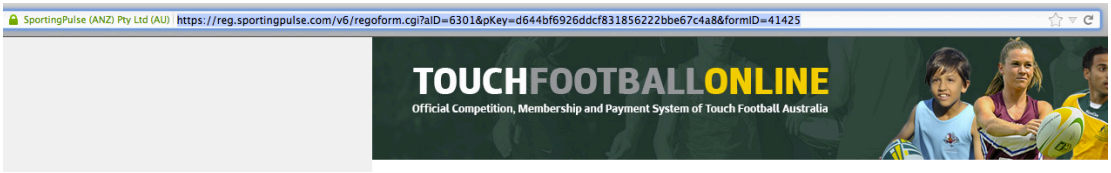
At this point of the process, you are now ready to publish your forms online, even if you don't have a FOX SPORTS PULSE free website (another product available as part of TFO) you can easily link your forms to your website.

From the **Registration Forms** screen, you will see that you have the option to **view** registration forms.

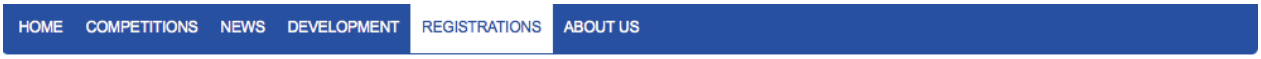


If you wish to use the National **Member to Association** Form, click on view from the **Parent Body Form** level.

For the Member to Association registration form, a new tab will open, and then all you need to do is **copy** the unique URL address.


SportingPulse (ANZ) Pty Ltd (AU)
https://reg.sportingpulse.com/v6/regoform.cgi?aID=6301&pKey=d644bf6926ddcf831856222bbe67c4a8&formID=41425
TOUCHFOOTBALLONLINE
Official Competition, Membership and Payment System of Touch Football Australia

You can then just paste this into either a navigation heading, a news story, or hyperlink a graphic/image –then once clicked it will launch your Associations version of the **Member to Association** Form.

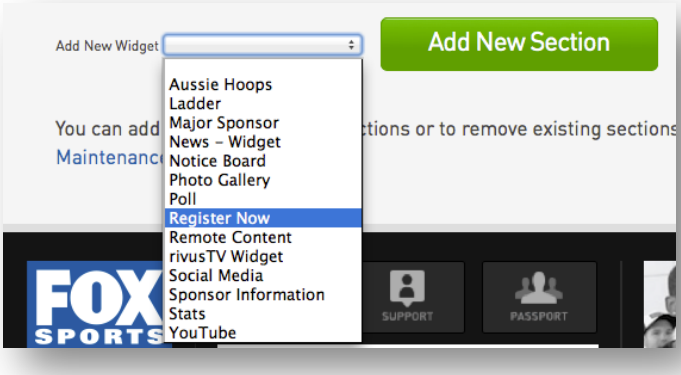


Please note that the Register Now widget (as outlined on the next page) at this stage is unable to used for the National Member to Association registration form, we will advise you when this functionality becomes available.

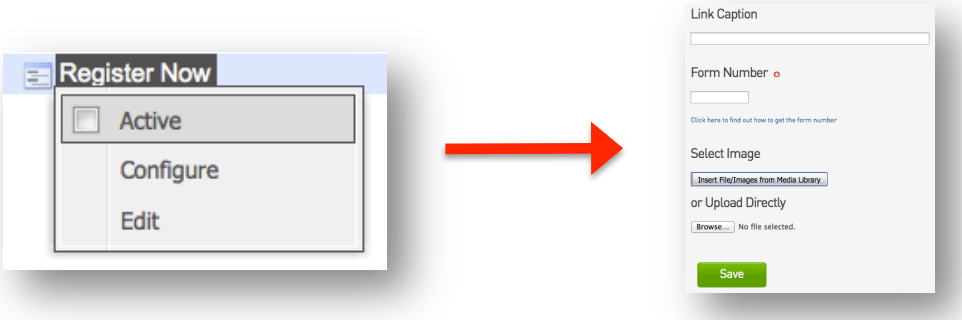
At this point, it's up to you on how you wish to share this URL, for this example we are going to assume that you are going to call for Team Nominations, using the widget manager that's built into the back-end of your FOX SPORTS PULSE website, this will therefore appear in the right-hand column of your website.

All you need to know is form number, which is located next to the name of the **Team to Association** form.

From the backend of your website, select **Widget Manager**, then select Register Now and click **Add New Section**.

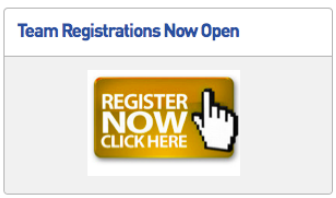


Wait a second and the screen will refresh, Register Now will appear in the menu, hover of the name and right mouse click, to see more options appear, click on **Edit**.



You are now presented with some additional options, enter the form number, and if you wish you could add a **Caption** and an **Image** the image should be square and no greater than 140 pixels wide, by 140 pixels high.

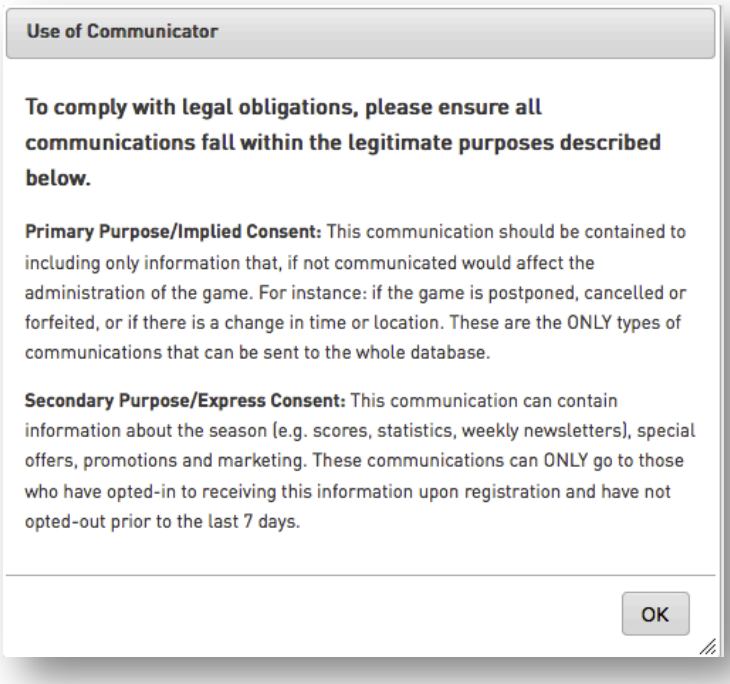
Then just hit save, you will need to navigate back to the widget manager section of the website, just click **Content** it will on the left hand side of your screen, hover back over the Register and select **Activate,** the Register Now widget will now appear in the right hand column of your website. Another option is you can edit the text; you don't have to use the words Register Now – just click once on the words and change according.



OPT-INS

A new feature of the National Registration System is OPT-IN's, this is where through TFO, and you can use the functionality of the Communicator product to promote two different types of messages to your members.

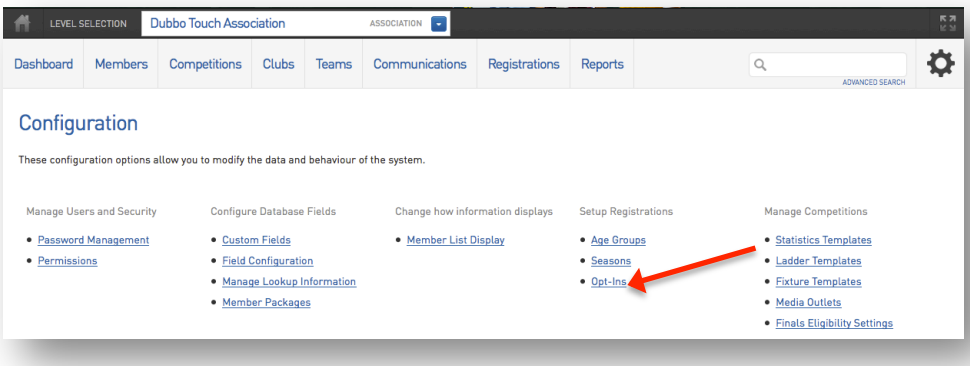
- Primary Purpose/Implied Consent
- Secondary Purpose/Express consent


Use of Communicator
To comply with legal obligations, please ensure all communications fall within the legitimate purposes described below.
Primary Purpose/Implied Consent: This communication should be contained to including only information that, if not communicated would affect the administration of the game. For instance: if the game is postponed, cancelled or forfeited, or if there is a change in time or location. These are the ONLY types of communications that can be sent to the whole database.
Secondary Purpose/Express Consent: This communication can contain information about the season (e.g. scores, statistics, weekly newsletters), special offers, promotions and marketing. These communications can ONLY go to those who have opted-in to receiving this information upon registration and have not opted-out prior to the last 7 days.
OK

If you wish to take advantage of the features of Communicator and the ability to promote/communicate with your members, please click on the cog and then select **settings.**

Please note that the levels above you can add their own opt-ins, these therefore become mandatory and you can't adjust these.

To learn more about the features of Communicator please click HERE



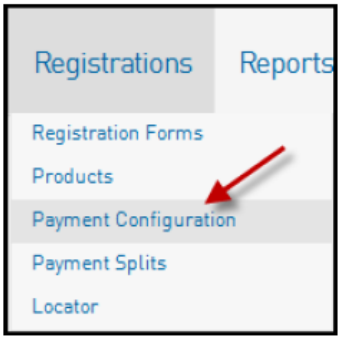
Payment Configuration

How to Apply to become a FSP Sub-Merchant

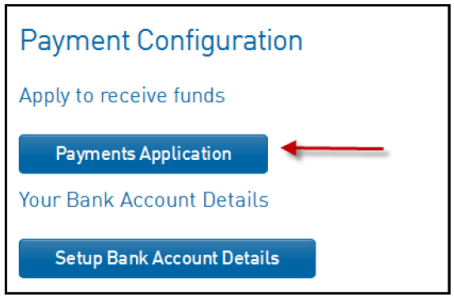
This step-by-step guide will help new users through the process of signing up to become a FOX SPORTS PULSE Sub-merchant via the NAB Bank. It's specifically designed for Fox Sports Pulse users, and includes some advice on how to fill in the different sections of the sign-up form, and while these are generally correct for sporting clubs and associations, they should be read in conjunction with your organisation's individual requirements.

When you sign as a FOX SPORTS PULSE Sub-merchant, you are able to receive payments from your Members, which will then be transferred to your nominated Bank Account via the FOX SPORTS PULSE Payments system:

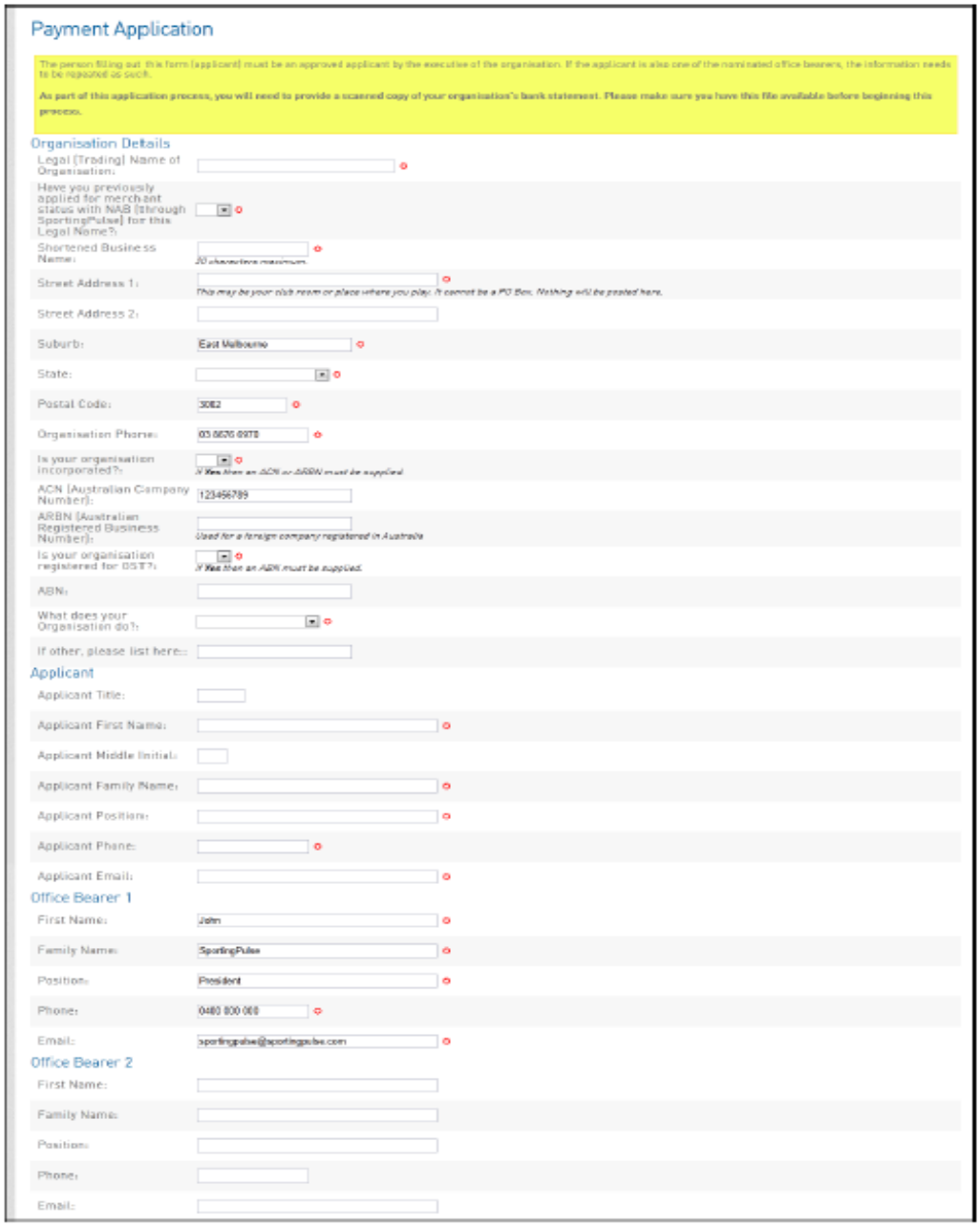
1. Hover over the Registrations menu and click on **Payments Configuration**



2. On the next page, select the **Payments Application** button



3. Fill in the details as required. It is a one-page document and the fields with an asterisk next to them are required fields. Once all fields have been filled out, click the **I Agree** button.



Payment Application

The person filling out this form (applicant) must be an approved applicant by the executive of the organisation. If the applicant is also one of the nominated office bearers, the information needs to be repeated as such.

As part of this application process, you will need to provide a scanned copy of your organisation's bank statement. Please make sure you have this file available before beginning this process.

Organisation Details

Legal (Trading) Name of Organisation:

Have you previously applied for merchant status with NAB (through SportingPulse) for this Legal Name?:

Shortened Business Name:
20 characters maximum.

Street Address 1:
This may be your club room or place where you play. It cannot be a PO Box. Nothing will be posted here.

Street Address 2:

Suburb: East Melbourne

State:

Postal Code: 3002

Organisation Phone: 03 8676 6978

Is your organisation incorporated?:
If Yes then an ACN or ARBN must be supplied.

ACN (Australian Company Number): 123456789

ARBN (Australian Registered Business Number):
Used for a foreign company registered in Australia

Is your organisation registered for GST?:
If Yes then an ABN must be supplied.

ABN:

What does your Organisation do?:

If other, please list here::

Applicant

Applicant Title:

Applicant First Name:

Applicant Middle Initial:

Applicant Family Name:

Applicant Position:

Applicant Phone:

Applicant Email:

Office Bearer 1

First Name: John

Family Name: SportingPulse

Position: President

Phone: 0480 800 000

Email: sportingpulse@sportingpulse.com

Office Bearer 2

First Name:

Family Name:

Position:

Phone:

Email:

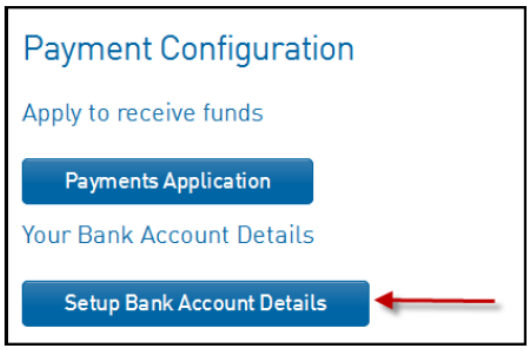
4. Your details will now be passed onto FOX SPORTS PULSE and you will be notified once your Sub-merchant set-up has been approved. Once approved, you now have the ability to start receiving payments.

Setting up your Bank Account to receive payments

1. This step-by-step guide will help new users through the process of receiving their funds, after being set-up as a FOX SPORTS PULSE Sub-merchant. The user has two options as to how they want to set-up their account:

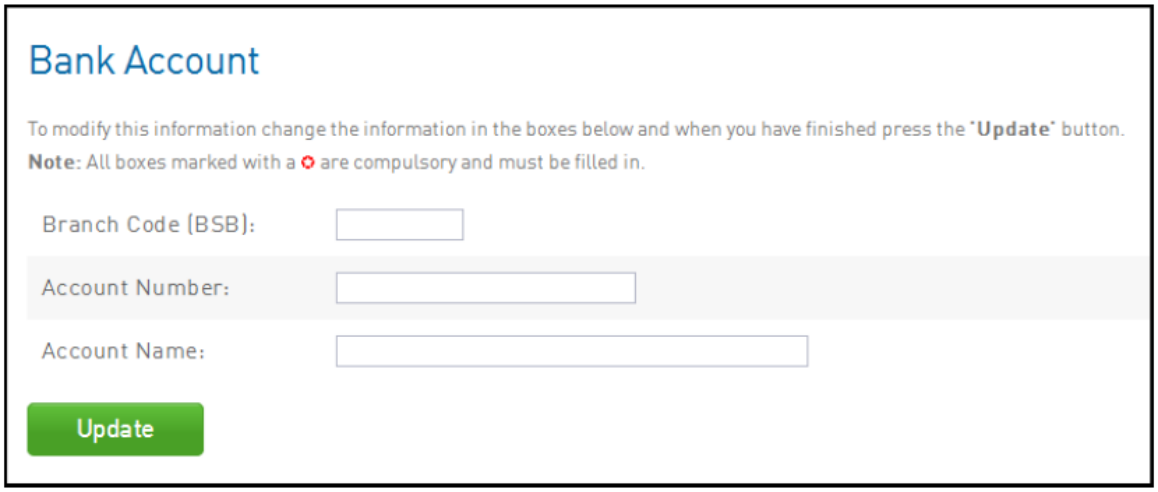
2. Setting up the Bank Account details:

3. Hover over the Registrations menu, click on **Payment Configuration** and select **Setup Bank Account Details**.



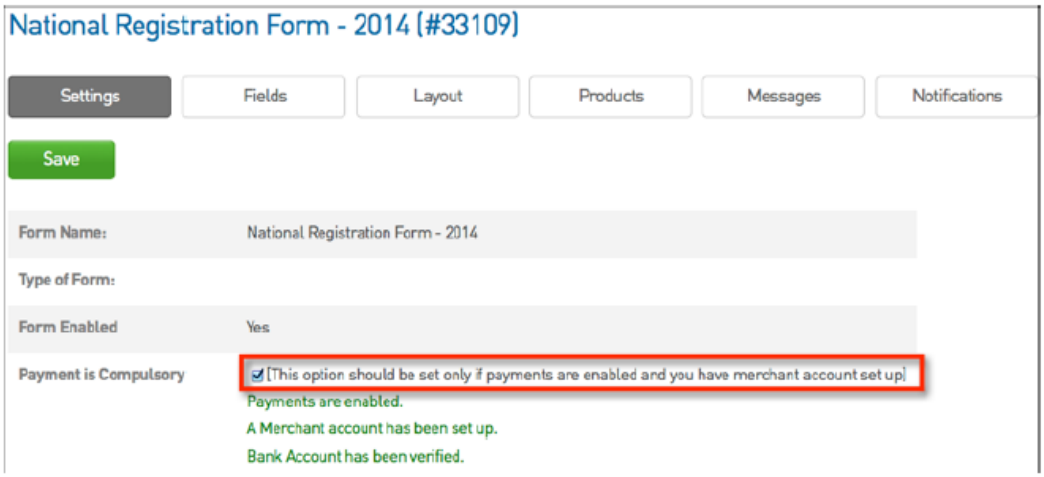
4. You will then be prompted to fill in your bank account details. Ensure these are correct, as they will be locked once the update button is selected. If you need to make changes, please contact FOX SPORTS PULSE to have your account unlocked.

5. Click Update. The account setup is complete and monies will now be transferred into your selected bank account on a daily basis (excluding weekends).


Bank Account
To modify this information change the information in the boxes below and when you have finished press the "Update" button.
Note: All boxes marked with a ✪ are compulsory and must be filled in.
Branch Code (BSB):
Account Number:
Account Name:
Update

How to set Compulsory Payments

1. From the dashboard menu hover over **Registrations** and click **Registration Forms**
2. Click on the **Edit** button
3. Within the Settings tab, **tick** the box to the right of Payment is Compulsory



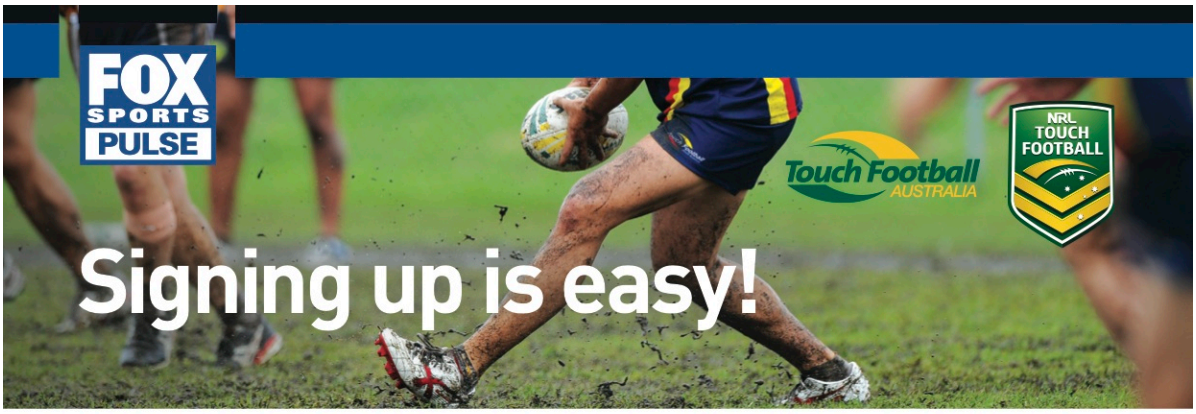
4. Once you have ticked the box click **SAVE** at either the top or bottom of the page.

Need more Information

If you have more questions, please feel free to contact either:

Lauren Atkinson
Affiliation Services Coordinator, Touch Football Australia
Phone: 02 6212 2800
Email: lauren.atkinson@austouch.com.au

Or **FOX SPORTS PULSE**, our Official Digital Partner
Phone: 1300 139 970
W: https://sportingpulse.zendesk.com/home
E. support@foxsportspulse.com



Switch to Online Registration & Payments

Get rid of multiple spreadsheets and messy manual forms. Simply complete the following steps and watch the Touch Football online system start working for you!

1. Access your TFO Database
2. Apply to take credit card payments online
3. You're now ready to watch your funds roll in!
4. Invite teams to register to your competitions

Benefits

- Save time, money and resources
- Safe and secure PCI Compliant online transactions
- Customised reports – member and financial reporting
- Easy re-registration - player information stored year to year
- Individual registration forms
- Team based registration capability
- Seamless integration with Membership Management and Competition Management

"Online Registration & Payments has substantially helped us manage our financial reporting & minimise risk."

DAVID BAGGIO
Wagga Touch Association

Our team can have you set up and online within hours

FOXSPORTSPULSE.COM
CHANGING GRASSROOTS SPORT

For more information or to sign up contact the registration team:

1300 139 970

email: registrations@foxsportspulse.com
web: www.foxsportspulse.com/registrations-and-payments